

## **GENERAL POLICIES BOARD OF SELECTMEN**

- The Chairman of the select Board shall be listed as an authorized signer of all bank accounts
- Decisions made by the Board need to be supported by the Board as a whole, regardless of individual votes.
- Any expense less than \$1000.00 may be approved by the Town Manager, any expense between \$1000.00 and \$10,000.00 may be approved by the select Board and any expense over \$10,000.00 shall be put out to bid.
- A quorum consists of at least 3 members of the Board and in this case 2 members will constitute a majority.
- Three unexcused absences in a row require submission of resignation. The Board is at liberty to accept it.
- Selectmen not to individually direct the Town Manager.
- Board of Selectmen shall deal with the administrative services solely through Town manager and shall not give orders to any subordinates of the Manager either publicly or privately. *Title 30-A M.R.S.A. § 2635.*
- As public servants we must remain calm and professional.
- The Chair is in charge and must be respected to control the meeting.
- We do not interrupt one another; we listen and respect each others ideas.
- Do not get loud/yell/swear ever.
- No sarcasm or ridicule toward others.
- Do not get personal: we stay on the policy matters
- Discussion takes place through the chairperson.

*Adopted Board of Selectmen May 21, 2007, May 19, 2008, May 18, 2009, May 24, 2010, May 23, 2011, May 21, 2012, June 2, 2013, June 9, 2014*